

Office Telephone Service Cancellation Letter

Date:

To:

Company Name:

Address:

City, State, ZIP:

Subject: Office Telephone Service Cancellation

Dear Sir/Madam,

I am writing to formally request the cancellation of our office telephone service.

Service Account Number:

Office Address:

Effective Cancellation Date:

Kindly confirm the cancellation and provide any necessary instructions regarding the final bill or equipment return.

Thank you for your assistance.

Sincerely,

Name:

Position:

Company Name:

Contact Number:

Email: